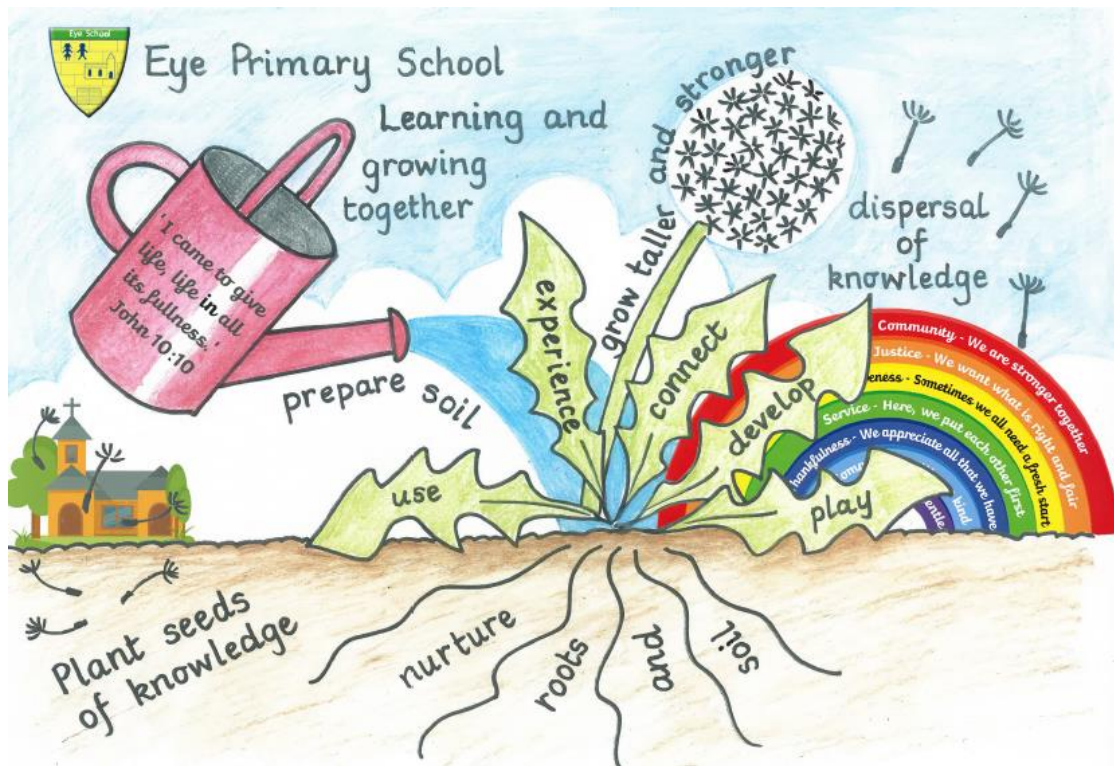


# Eye C of E Primary School

Learning and Growing Together  
*"I came to give life, life in all its fullness." John 10:10*

## CHARGES AND REMISSION POLICY



Approved December 23

## **Introduction**

The Head Teacher, staff and Governing Body of Eye (CE) Primary School recognise the value of providing a wide range of experiences to enrich and extend the curriculum, pupils' learning and to contribute to their personal development in order to contribute towards living full lives.

As a Church of England school our Christian ethos will always be reflected in the form of assistance given to families and no child will be deprived of opportunities as a result of financial hardships. This policy reflects the ethos in our School Mission Statement.

## **Policy Aims**

The Head Teacher, staff and Governing Body of Eye (CE) Primary School aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

This policy sets out the circumstances in which charges will or will not be made for activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

- To make school activities accessible to all pupils regardless of family income or circumstances
- To encourage and promote a wide range of in school and external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a reasonable cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional and unexpected burdens to the school budget

## **Educational Activities during School Hours**

The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind)"

When additional costs are incurred by Eye (CE) Primary School to enhance curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind. Charges will not exceed the actual cost (per pupil) of the provision.

### **Education Outside School Hours**

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education.” No charge can be made for activities that are an essential part of the syllabus or an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

### **Remissions**

To ensure that access to activities reflects the aims and intentions of this Policy and the School Mission Statement, Eye (CE) Primary School will implement the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Free School Meals, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be additional cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

### **Data Protection of pupils and families**

The Head teacher, staff and Governors of Eye (CE) Primary School will ensure that children in receipt of a remission of charges are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges and dinner money, which do not identify children who do not contribute.

## Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

**If sufficient contributions are not received the activity may be cancelled.**

## Charges

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. residential or day)
- After school and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils. Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.
- Breakages or damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.
- Damage to, or loss of, school books or items of school property

## Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at **10p per black and white sheet and 20p for any colour copies.**

## Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (egg. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the

relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

The policy complies with the requirements of the Education Acts 1996 and 1988.

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

Eye (CE) Primary School  
Charges and Remissions Policy  
Dec 23  
To be reviewed Dec 24